



October 6, 2008

Number: U8036

The City of San Diego is accepting resumes for the unclassified position of

## **DEBT COORDINATOR**

- Salary Range:** Open within a range of \$70,000 to \$90,000 annually, dependent on qualifications and experience.
- Recruitment:** Open to all Qualified Candidates. **The Department anticipates filling six Debt Coordinator positions.**
- Filing Deadline:** **October 17, 2008.** Candidates are encouraged to apply promptly as interviews and selection may begin upon receipt of resumes from qualified individuals.

### **The City:**

With more than 1.2 million people, the City of San Diego is the eighth largest city in the United States and the second largest in California. The City of San Diego's strong economy, diverse population, great educational institutions, unsurpassed quality of life and world-renowned location makes it the ideal place to work, live and play.

As one of the region's largest employers, the City of San Diego has a combined Fiscal Year 2009 operating budget of approximately \$3.3 billion and employs over 10,000 highly dedicated employees. Additional information about the City of San Diego can be obtained on the City's website: [www.sandiego.gov](http://www.sandiego.gov).

### **The Department:**

Debt Management includes 22 positions and an annual budget of \$2.8 million. The Department administers all debt issuances for the City through planning, structuring, and issuance activities for short-term and long-term financings to meet the City's cash flow needs and to provide funds for capital projects, equipment and vehicles. In addition, the Department coordinates the Community Facilities District and 1913/1915 Act Assessment District formation procedures and related conduit bond issuances to fund public infrastructure projects. Debt Management also monitors outstanding debt issuances for refunding opportunities and performs, coordinates and monitors certain post-issuance administrative functions. With respect to the latter, Debt Management works with the Office of the City Attorney, outside counsel, and other departments to administer debt service payments, monitor the City's compliance with existing bond covenants, coordinate the filing of annual continuing disclosure report and respond to requests for information relating to outstanding bonds. Debt Management also performs financial analysis for the Mayor, the City Council, and City departments. The Department works with the Water and Metropolitan Wastewater Departments to develop financial plans and identify infrastructure funding based on the Water and Metropolitan Wastewater Departments' rate analyses, projections, and federal, state and local mandates.

## **Debt Coordinator**

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### **The Position:**

Under the direction of the Debt Management Director or a Debt Manager, each Debt Coordinator will coordinate and supervise a team of financial analysts responsible for either General Fund, Enterprise, or 1913/1915 Act Assessment District and Community Facilities District financing activities. A Debt Coordinator is responsible for a wide range of activities covering structuring and implementing long-term financings for large capital projects; structuring and implementing short term borrowings such as Tax and Revenue Anticipation Notes and equipment lease purchases; financing plan development and implementation for the City's Enterprises; ongoing analysis of revenue and expense data for the water and wastewater Enterprises to insure adequacy of funding for operating and capital requirements; and conducting district formation processes. In addition, the position is responsible for post-issuance activities, including the coordination of continuing disclosure reporting, the payment of debt service and monitoring the City's compliance with its bond covenants.

The position will also perform special fiscal analyses, review, update, and implement the City's Debt Policy, and identify and develop other debt administration policies. The Debt Coordinator may also be responsible for supervision of the Department's budget, contracting and other support functions. In addition, the position will prepare written reports and make formal presentations to the Mayor's Office, City Council, the City's Disclosure Practices Working Group and Joint Powers Authorities.

### **Qualifications:**

The ideal candidate will possess the following qualifications:

- Strong financial, analytical, and project supervision and coordination skills;
- An ability to effectively supervise and coordinate large financing projects of a city-wide nature;
- Experience in managing tax-exempt bond issuance processes, including forming financing teams, structuring cost-effective financings, coordinating preparation of initial continuing disclosure, and executing financings;
- Strong background with supervising and administering post-issuance processes, including continuing disclosure reporting;
- Experience with Enterprise financings, rate model updates, and analysis of feasibility studies;
- Experience with 1913/1915 Act Assessment District and Community Facilities District formation and financing, and post issuance activities, including the calculation and enrollment of special taxes and assessments and delinquency management;
- Experience in implementing short-term financings, such as Tax and Revenue Anticipation Notes and equipment and vehicle lease-purchases;
- Ability to identify, develop and implement debt administration policies;
- Strong interpersonal skills with the ability to successfully interact with a wide variety of stakeholders, including Enterprise and other City departments;
- The capacity and willingness to work under the pressure of deadlines and a high volume of work and the ability to effectively manage multiple priorities;
- Experience in selecting and supervising staff that perform complex analytical work;
- Ability to supervise budget development and administration, contracts administration and other support functions;
- Excellent written and verbal communication skills; and
- Active and genuine commitment to managing diversity in the workplace and encouraging high performing teams.

## **Debt Coordinator**

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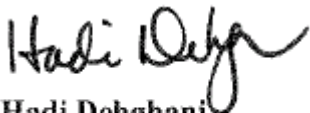
Any combination of education and experience that demonstrates these qualifications may be qualifying. Possession of a Bachelor's Degree in economics, finance or a closely related field and five years of progressively responsible experience would be a typical way to demonstrate these qualifications. Specific experience in public finance and capital and/or operating budget administration is required. An advance degree in finance or business management is highly desirable.

### **Management Benefits:**

The successful candidate will be eligible for participation in the City's Flexible Benefits Plan that offers several optional benefit plans or a taxable cash option; \$50,000 in City-paid life insurance; paid annual leave accruing at 22 days per year for the 1<sup>st</sup> through the 15<sup>th</sup> year of service; defined benefit City retirement with CalPERS reciprocity for those with eligible service; and optional deferred compensation (457) and 401(k) programs. All employees must join the City's Supplemental Pension Savings Plan (in lieu of Social Security participation) with a mandatory contribution of 3.00% of salary and up to 3.05% voluntary contribution. The City will match salary contributions up to 6.05%, which vest at 20% per year of participation. Benefits currently offered to employees may be subjected to future modifications.

### **Selection Process:**

To be considered for this position, please submit **two copies of each of the following**: your current resume, a letter of interest highlighting your relevant work experience and a list of three work related references to: The City of San Diego, Personnel Department, Employment Information Center, 1200 Third Avenue, Suite 101A, MS 51P, San Diego, CA 92101, in an envelope marked ***CONFIDENTIAL: Unclassified Recruitment – Debt Coordinator*** or email to [PersUnclassified@saniego.gov](mailto:PersUnclassified@saniego.gov). **EEO/ADA.**



**Hadi Dehghani**  
**Personnel Director**

TVR/October 6, 2008/2282